

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

LOCAL HEALTH DEPARTMENT PERSONNEL JOB DESCRIPTION		
<b>CLASS TITLE:</b> Human Resource Manager		
<b>TITLE CODE:</b> 1118	<b>SERIES:</b> Administrative Series	
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$18.08-\$23.00/HR</b> <b>GRADE: 21</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.	
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for overseeing the personnel management and administration functions under Director's direction.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's degree from an accredited college or university with a major or concentration in Business Administration, Public Administration, Public Health, Community Health, Human Resource Management, Industrial or Labor relations or Psychology

OR

A regular status employee of the classified service may be considered for this position if the employee has a high school diploma or GED and the employee being considered has eight (8) years of experience, which provides the required knowledge, skills and abilities.

**EXPERIENCE:** Three (3) years of experience in an administrative or management capacity, where fiscal, budgeting, personnel and planning or closely related activities are demonstrated.

### SUBSTITUTION CLAUSE:

**EDUCATION:** Education in the field will substitute for the required experience not to exceed five (5) years (for regular status employee of the classified service).

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) None

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Conducts recruitment and selection processes, employment and career counseling, employee training and development, analyzing issues and data for the purpose of resolving classification, compensation, performance and organizational assessment issues, facilitating the resolution of internal and external human relations issues and employee grievances, conducting investigations into allegations of discrimination or harassment, employee disciplinary matters and making recommendations based on findings, administering worker's compensation and/or employee benefits programs, approving employee transactions for payroll processing and providing policy guidance and information to management and employees.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

<b>DATE CLASS ESTABLISHED:</b> 7/1/06	<b>DATE OF LAST REVISION:</b> 05/07/08
THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.	